

फोन/टोल-फ्री/पब्लिशिंग : 26588980, 26588707, 26589336, 26589745,
26589873, 26589414
फैक्स/फैक्स : 011-26588662, 011-26589791, 011-26589258

ऑफिस / ग्राम : भूतल / सांख्यिकी
वेब-साइट : www.icmr.nic.in
ई-मेल : icmrhqds@sansad.nic.in

भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH



स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी. रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110 029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

CIRCULAR NO. 56 of 2010

No.16/58/2010-Admn-II

Dated: 26/11/2010

To,
The Directors/Director-in-Charge
of all permanent Institutes/Centers
of the Council ~~New Delhi~~

Subject : Letters received from Members of Parliament

Sir/Madam,

I am directed to send herewith a letter No. A-48013/01/2010-O&M dated 27.10.2010 on the above mentioned subject received from Deptt. of Administrative Reforms & Public Grievances, New Delhi for your information and necessary action.

Yours faithfully,

(B.P. SINGH)

Sr. Administrative Officer
for Director General

13-11-2010



भारत सरकार

कार्मिक लोक शिकायत तथा पेशन मामलय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA,
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
& PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES,
SARDAR PATEL BHAVAN, SANSAD MARG,
NEW DELHI-110001

रमेश चन्द्र मिश्रा
Ramesh C. Misra
सचिव
SECRETARY

No. A-48013/01/2010-O&M

Dated: 27th October, 2010

Dear Dr. Katoch,

It has come to our notice that in several instances letters written by Members of Parliament to various Departments and Ministries are not being promptly replied. Secretary General Rajya Sabha has also expressed concerned over this matter.

2. The Department of Administrative Reforms & Public Grievances has on various occasions impressed upon all the Ministries/Departments that guidelines mentioned in para 63 and 66 of the Central Secretariat Manual of Office Procedure for handling letters received from Members of Parliament should be scrupulously followed. It stipulates that each communication received from Members of Parliament will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

3. I shall be grateful if the officials working under your Ministry/Department are suitably sensitized on the issue and advised to send prompt reply to letters written by Hon'ble Members of Parliament to your Ministry/Department.

Regards

Yours sincerely,

(Ramesh C. Misra)

JS(SR)

14/11

1/11